



TEXAS
JUVENILE★JUSTICE
DEPARTMENT

TRANSFORMING YOUNG LIVES AND CREATING SAFER COMMUNITIES

Beyond the Monthly Extract

Making JCMS Work for You

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Topics

- Tracking additional information in JCMS
- Using standard reports for Case Management
- Information that should be updated this month

Tracking Additional Information in JCMS

- Six Month Risk and Needs Assessments
- User Defined Fields
- Attachments
- Chronological Note Types


Six Month RANA

If the six month Risk and Needs Assessment is not associated to a new Disposition:

- Do not overwrite an existing Risk and Needs Levels on a Referral Disposition Screen
- Create an entry on the Other Assessments screen in the Assessments container

Add Other Assessment

*Assessment Date: 08/14/2017

*Referral Number: 07/13/2016 16:00 VIOL  **Select**

*Administered by: User, TJJD (Anderson County JPD)

*Assessment Type: Risk and Needs Assessment ▼

Other Assessment Type:

Assessment Results:

Risk Level:	Medium
Needs Level:	Low

Recommendations:

Save Cancel

User Defined Fields

- Track information not captured in JCMS
 - Current School at time of Supervision
 - Human Trafficking
 - Suspected
 - Confirmed
- Information entered in a UDF can be pulled through Ad Hoc
- Departments can make UDFs required

UDF – Current School on Supervision Screen

Add New Supervision

*Begin Date: 08/13/2017

*Supervision Type: Court Ordered Probation

*Estimated End Date: 08/12/2018

*Referral Number: 07/16/2017 17:05 ASSAULT CAUSES BODILY INJURY FAMILY MEMBER 22.01(a)(1) MA [0010010593]

Probation/Placement Conditions:

Deferred Prosecution Conditions:

*Level/Phase: Regular

Close:

Close Supervision?: ☐

End Date:

Outcome:

Select

Select

Select

Judge Instructions

Special Instructions from Judge:

Extension

Extension Begin Date:

Estimated Extension End Date:

Remove

Add Another

User Defined Fields

*Current School: Jefferson High School

Save & Assign PO

Save

Cancel

UDF – Human Trafficking on Juvenile Screen

Edit Juvenile

Name & Id

*Birth Date: 02/24/1999

SID #:

*Last Name: Test

*First Name: Juvenile

Middle Name:

Suffix:

*Sex: Male

*Height Feet: 6

Ft. 00

In. *Weight: 210

Lbs.

*Race: White

*Ethnicity: Non-Hispanic

*Hair Color: Brown

*Skin Tone: Fair

*Eye Color: Hazel

Child Lives With: Father Only

*Birth Verified: Yes No Unknown

*How Verified: Birth Certificate

Verification #:

*Citizenship: United States

Birth City:

*Birthplace:

Evacuee of:

User Defined Fields

Human Trafficking:

Confirmed

No

Suspected

Undetermined

Save

Save & Close

Cancel

Attachments


- Use the attachment feature
 - Intake Forms
 - Offense Reports
 - Detention/Placement Forms
 - MAYSIs
 - ICT Packets
 - Court Orders
- Clearly describe the document in the Description box or in the file name



Attachments

Attachments

[Upload New](#)

Filter

Category: 

From Date:  To Date: 

Filter

Attachments



	Name	Category	Uploaded By	Upload Date	Size (KB)
Delete	Drug Test Results_08022017.docx	Drug Tests	User, TJJD	08/15/2017 12:35	12.9
	Description:				
Delete	Drug Test_PID 60812.docx	Drug Tests	User, TJJD	08/15/2017 12:34	13
	Description: Drug Test Results 08/22/2017				


[Close Window](#)


Chronological Notes

- Use Chronological Notes to support the data entered in JCMS
- Categorize them by Type
- Can be searched by a word or phrase

Search Chronological Notes:

Date Range:
From:  To: 


Type: 


Author: 

Keywords:

Sort: ☒ Newest to Oldest ☐ Oldest to Newest

[Print Summary](#) [Print Details](#) [Search](#) [Clear](#)

Showing 1 - 1 of 1 Results Results Per Page: 

Event Date	Time	Author	Type
08/05/2017	00:00	User, TJJD	 Placement

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Using standard reports for Case Management

- Juveniles Currently Under Supervision
- Caseload Report
- Placement Roster/Placement Billing Activity
- Detention Roster

Standard Reports

Juveniles Currently Under Supervision

- Much more direct than the Caseload Report
- All open supervisions
 - Sorted alphabetically
 - Includes Type, Begin Date, Estimated End Date and Probation Officer

Filter						
Zip Code: <input type="text" value="78539"/>						Remove Zip Code
Add Another Zip Code						
Details						
Export to CSV		The information contained in this report is confidential. Only authorized individuals should be allowed to see this report.				
Report Date: 08/18/2017						
Name	Address	Supervision Type Level & Phase	Offense	Begin Date	Est. End Date	Probation Officer
SAMPLE, JOHN JOE JR PID: 0010000250 DOB: 03/31/2003 (14yrs 4mos)	27985 N. Main St. Edinburg, TX 78539	Court Ordered Probation LEVEL 1	BURGLARY OF HABITATION Statute Citation: PC 30.02(c)(2) Level/Degree: F2 UCR: Offense #: 0010000299-01	07/24/2017	07/24/2018	Probation Officer, Pete JR Southside (555) 555-5555

Standard Reports

Caseload Report

- Lists each juvenile assigned to a Primary PO
 - Verify that only active POs are assigned a caseload
 - Verify that no officer assignments were left open by mistake
- Select to Run the Report with Summary
 - # Juveniles (by Gender)
 - # Referrals (by Referral Type)
 - # Supervisions (by Supervision Type)

Standard Reports

Placement Roster

- Verify that everyone on this list is currently in placement
- Verify that everyone in a placement facility is on this list
- Make sure that every entry has a **Funding Source** listed
- This list can be sorted by facility

Standard Reports

Placement Billing Activity Report

- Include Zero-Cost Placements
- Run for any period of time
- Use this report to verify that **funding source** information has been entered
- If you receive the Regional Diversion Grant for placements, verify that the RD funding source is entered correctly.

Standard Reports

Detention Roster

- Verify that everyone on this list is currently in detention
- Verify that everyone in a detention facility is on this list

Standard Reports

Pending Actions List

- Case Plans are due monthly
 - Set to “Due Today” to include all past due Case Plans
 - Juveniles are removed when supervision is closed
 - Or the Next Review Date is not Past Due
- Programs
 - Look for programs that weren’t closed when supervision closed.

Standard Reports

- Run all of the standard reports
 - Statistical Report
 - Activity Summary Report
 - Detention Summary Report
 - Fee Reports
 - CSR Reports
- See what information is included

Things to Update Now

- Banner Photos
- School Information
- Holidays

Banner Photos

- Update your banner photos
 - The purpose is to identify the juvenile
 - Initial pictures may be years old
 - Earlier pictures can be kept

School Information

- Update the school information
 - Update the current entry for Grade
 - If the juvenile changed campuses, enter an Exit Date on the current entry and create a new entry for the new

Holidays

- Under Maintenance
- Select Holidays
- Select to Add New to add holidays

Add New Holiday

*Holiday Date:



Description:

Save

Cancel

Questions?